

**EMPLOYMENT OPPORTUNITY  
U.S. EMBASSY RECREATION ASSOCIATION  
AMERICAN EMBASSY, RIYADH**

**JOB TITLE:** USERA Driver/Cleaner

**HOURS:** Full Time 45 hours per week with overtime as necessary including evenings and weekends.

**SALARY:** Hourly wage based on qualifications. U.S. taxes will be deducted if applicable.

The United States Embassy Recreation Association (USERA) is seeking a qualified candidate, ordinary resident for the position of Driver/Cleaner reporting to the Recreation Centre Manager of USERA, Riyadh. This contract is for one year with follow-on contracts based on performance. The successful applicant will handle driving and cleaning for the USERA Recreation Centre Operation. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Transport employees from their homes to work location
- Clean and provide janitorial services for Recreation Centre when not Driving
- Maintain cleanliness of vehicle at all times
- Assist Manager in other areas of USERA as needed
- Other duties as assigned.

**DESIRED QUALIFICATIONS**

- Must be able to work effectively with a wide variety of individuals including members, subcontractors and coworkers.
- Must possess a valid Saudi Driver License.
- Must be familiar with driving the Riyadh city area
- Must be flexible, pleasant and enjoy working with people.
- Must have good personal hygiene

**APPLICATION PROCEDURE:**

- Applicants should submit a current resume with cover letter to the USERA office by close of business Wednesday, 29 December 2010.